

NATIONAL ENDOWMENT FOR THE HUMANITIES

**SAMPLE BUDGET FOR HUMANITIES FOCUS GRANTS**

	NEH Funds	Cost Sharing*	Total			
<b>1. Salaries and Wages</b>						
Project Director 12.5% (1-course release)	\$ 5,625		\$ 5,625			
Summer Stipends 10 x \$100/day x 10 days**	\$ 10,000		\$ 10,000			
Secretarial Support 25% of \$16,000		\$ 4,000	\$ 4,000			
<b>2. Fringe Benefits</b>						
11% of \$15,625	\$ 1,719		\$ 1,719			
8% of \$4,000		\$ 320	\$ 320			
<b>3. Consultant Fees</b>						
Professor 3 days @ \$250	\$ 750		\$ 750			
Professor 2 days @ \$350	\$ 700		\$ 700			
Professor 3 days @ \$350	\$ 1,050		\$ 1,050			
<b>4. Travel</b>						
	no. of persons	total travel days	subsist. costs	transport. costs		
Local (taxi)	[1]	[3]		\$15	\$ 45	\$ 45
City/City	[1]	[2]	\$200	\$300	\$ 500	\$ 500
City/City	[1]	[3]	\$300	\$730	\$ 1,030	\$ 1,030
<b>5. Supplies and Materials</b>						
Books 10 sets at \$40 per set	\$ 400				\$ 400	\$ 400
Stationary					\$ 100	\$ 100
<b>6. Services</b>						
Photocopying est. 2,500 @ \$0.10	\$ 250				\$ 250	\$ 250
<b>7. Other Costs</b>						
<b>8. Total Direct Costs</b>						
	\$22,069	\$ 4,420	\$26,489			
<b>9. Total Indirect Costs 30% of \$16,489**</b>						
	\$ 2,400	\$ 2,547	\$ 4,947			
<b>10. Total Project Costs (Direct and Indirect)</b>						
	\$24,469	\$ 6,967	\$31,436			

\* Cost sharing is not required for Humanities Focus Grants, but institutions are encouraged to participate in the support of project expenses.

\*\* The total amount of budgeted stipends should be excluded from the base on which the indirect costs are calculated.

Humanities Focus Grants provide up to \$25,000. This sample budget shows all participants as employed by the grantee institution with stipends listed under "1. Salaries and Wages." In the case of elementary and secondary education projects and other projects in which several institutions cooperate, stipends for those participants not employed by the grantee institution should be entered under "7. Other Costs."